171761

MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING Friday, 14 July 1961

Present:	C/MS - Chairman Dr. Tietjen	
	DC/MS - Voting Member Dr.	
	C/OD - Voting Member Dr.	25X1A9a
	C/CD - Voting Member Dr.	
	C/SD - Voting Member Mr.	
	PO/MS - Executive Secretary Mr.	
	Secretary to C/MS - Recording Secretary Miss	

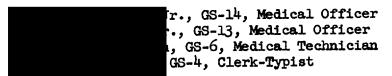
1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 15 June 1961 were approved by the Members without comment.

2. Review of Fitness Reports

The Executive Secretary reviewed briefly the Fitness Reports recently completed on the following personnel:

25X1A9a



These Reports are available for further individual review by the Members.

3. Recommendations for Promotion

25X1A9a	a. GS-12, Intelligence Officer (Medical Sciences)	•
25X1A9a	was reviewed by the Executive Secretary, who noted that the position	25X1A9a
25X1A9a	occupied by Mr. was upgraded to GS-13 on 30 June 1961. The Executive Secretary recommended approval of the promotion; the Members concurred.	
25X1A9a 25X1A9a	b. GS-7, Medical Technician. The request for promotion of Mr. CS-8, as submitted by the Acting Chief Technician and endorsed by C/CD, was reviewed by the Executive Secretary who	
	recommended approval of this promotion even though is preceded	25X1A9a
25X1A	on the Competitive Evaluation Rating by, currently assigned	25X1A9a
25X1A6a 25X1A9a	at C/OD felt the officials of should be queried regarding Mr. promotion before Mr. action is approved, in keeping with previous Medical Staff policy in this regard. However, the Members voted	25X1A9a
25X1A9a 25X1A9a	to promote Mr. at this time and to await a recommendation from regarding Mr. suitability for promotion without soliciting such opinion.	25X1A6a



c. The following promotions were approved by the Board Members without discussion:

25X1A6a

Secretary-Stenographer, from GS-4 to GS-5 Slerk-Typist, from GS-4 to GS-5

4. Assignment

Medical Technician, WH Area (Market). The Executive Secretary 25X1A2d1 reviewed briefly the requirements for this position which involve minor surgery and first aid in an isolated area. The Executive Secretary recommended the assignment of GS-7, Medical Technician, to this position. The Members concurred in this recommendation.

25X1A9a

In discussing this assignment, C/CD noted the difficulty involved in maintaining current workload schedules when technicians are removed from the Laboratory for other assignments. The Executive Secretary assured C/CD that will be replaced in the Laboratory by when he returns from assignment to the laboratory by when he returns from assignment to linearly August. In this connection, DC/MS asked if the Medical Staff had reached its numerical strength as far as medical technicians are concerned and if the recruitment of this category of personnel has ceased. Since this matter appeared to involve a lengthy discussion, C/MS asked that the subject be deferred until the Personnel Briefing scheduled for Monday, 17 July, at 9 o'clock.

25X1A9a 25X1A2d1

5. Review of Training Evaluation Reports

C/OD reviewed the results of training recently completed by the following personnel:

25X1A9a

GS-14, Administrative Officer - Agency Management Course No. 66;
GS-11, Medical Service Officer - Navy courses in Atomic Medicine and Hospital Personnel Administration;
GS-3, Clerk-Typist - Agency entrance-on-duty clerical training.

25X1A9a

6. Periodic Step Increases

The following personnel will receive Periodic Step Increases in the near future:

25X1A9a

S-10, Medical Service Officer, GS-9, Secretary-Stenographer, GS-8, Head Nurse
7, Administrative Assistant
GS-4, Clerk-Typist
S-4, Clerk-Typist
, GS-3, Clerk

MS/mam
Distribution:

Orig - C/MS 1 - DC/MS 1 - C/OD 1 - C/CD

1 - C/SD1 - PO/MS